

U.S. FISH AND WILDLIFE SERVICE
DOCUMENTATION OF CHANGE IN FLSA STATUS

INSTRUCTIONS. Refer to 225 FW 7.17 before completing this form. This form should be completed for each pay period an exempt employee is temporarily assigned to perform nonexempt work in an emergency situation. The employee must serve in a nonexempt position or perform nonexempt work during the emergency for more than 20 percent of any workweek in a pay period. Attach a separate sheet if additional space is needed to document nonexempt duties.

Name of Employee	Pay Plan/Series/Grade
Officially Assigned Exempt Position	Name/Location of Duty Station

Pay Period	Beginning and Ending Dates of Change in FLSA Status
Number of Hours Worked	Nonexempt Position/Nonexempt Duties
WK 1	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
WK 2	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Employee's Immediate Supervisor	Position Title	Date
Employee's Supervisor During Period of Emergency	Position Title	Date

Form 3-2158
(Rev. 0595)